

DD/S 59-4716

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8 11 1959

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: General -- Review of Administrative and Support Procedures  
Specific -- Standardization of CIA Organizational Titles

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. Recently I established a small informal committee to review existing administrative procedures with the objective of simplifying as much as possible those procedures found to be necessary and eliminating entirely those found to be unnecessary. I instructed this committee not to launch forth on a large-scale program but rather to examine one or two procedures at a time and complete their action before going on to others.

3. In pursuing its work, the committee has called to my attention a matter which, in the opinion of the committee, has been the cause of considerable confusion throughout the Agency, especially with respect to promulgation of Agency instructions and regulations. This matter concerns the lack of uniformity of titles in the Agency's organizational structure. For example, the second echelon in DD/P is a "division chief"; the second echelon in DD/S is a "director"; and the second echelon in DD/I is an "assistant director." Moreover, we have the situation of a "branch chief" in DD/P being on a comparable organizational level with a "division chief" in DD/S. The committee has pointed out that in the assignment of responsibilities and delegation of authority throughout the Agency, we have built up a mass of memoranda and signature cards, not counting all the qualifying statements and exceptions that must be set forth in various instructions and regulations, most of which could be eliminated if we had uniform titles. This lack of uniformity has also caused confusion in the development of Tables of Organization, Salary and Wage Classification activities, etc.

4. The committee recognized that establishing uniform titles may cause certain temporary inconveniences. It is felt, however, that these

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Inconveniences will be short-lived, whereas the longer we continue the present inconsistencies in titles the more aggravated the problem will become.

5. After examining our titles and comparing them with those of other government agencies and departments, the committee recommends that we establish organizational titles as set forth in the attached charts. The committee has proposed adoption of the title "director" for the second echelon. The use of this title would make it possible to eliminate the existing inconsistencies, and attain the desired uniformity with the minimum number of changes. In DD/P, the area divisions would be lifted to the "office" level  (See Charts 1 and 2.) In the DD/I, the only modification of any consequence would be to change the titles of the present "assistant directors" to "directors." (See Chart 3.) In DD/S, the only change would be retitling "staff chiefs" to "staff directors." (See Chart 4.)

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6. It is recommended that you approve the establishment of uniform titles throughout the Agency as proposed in the attached charts.

/s/  
L. K. White  
Deputy Director  
(Support)

Atte:

- Chart 1--DD/P Organizational Chart
- Chart 2--DD/P (WB) Organizational Chart
- Chart 3--DD/I Organizational Chart
- Chart 4--DD/S Organizational Chart

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SUBJECT: Review of Administrative and Support Procedures

NOTE:

The attached is still in the Office of the IG and has not been concurred in by any of the listed offices as yet.

CONCURRENCES:

\_\_\_\_\_  
Deputy Director (Plans)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director (Intelligence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector General

\_\_\_\_\_  
Date

The recommendation contained in paragraph 6 is hereby approved.

\_\_\_\_\_  
Allen W. Dulles  
Director of Central Intelligence

EA-DD/S: CE B: jf (16 1/10/57)

\_\_\_\_\_  
Date

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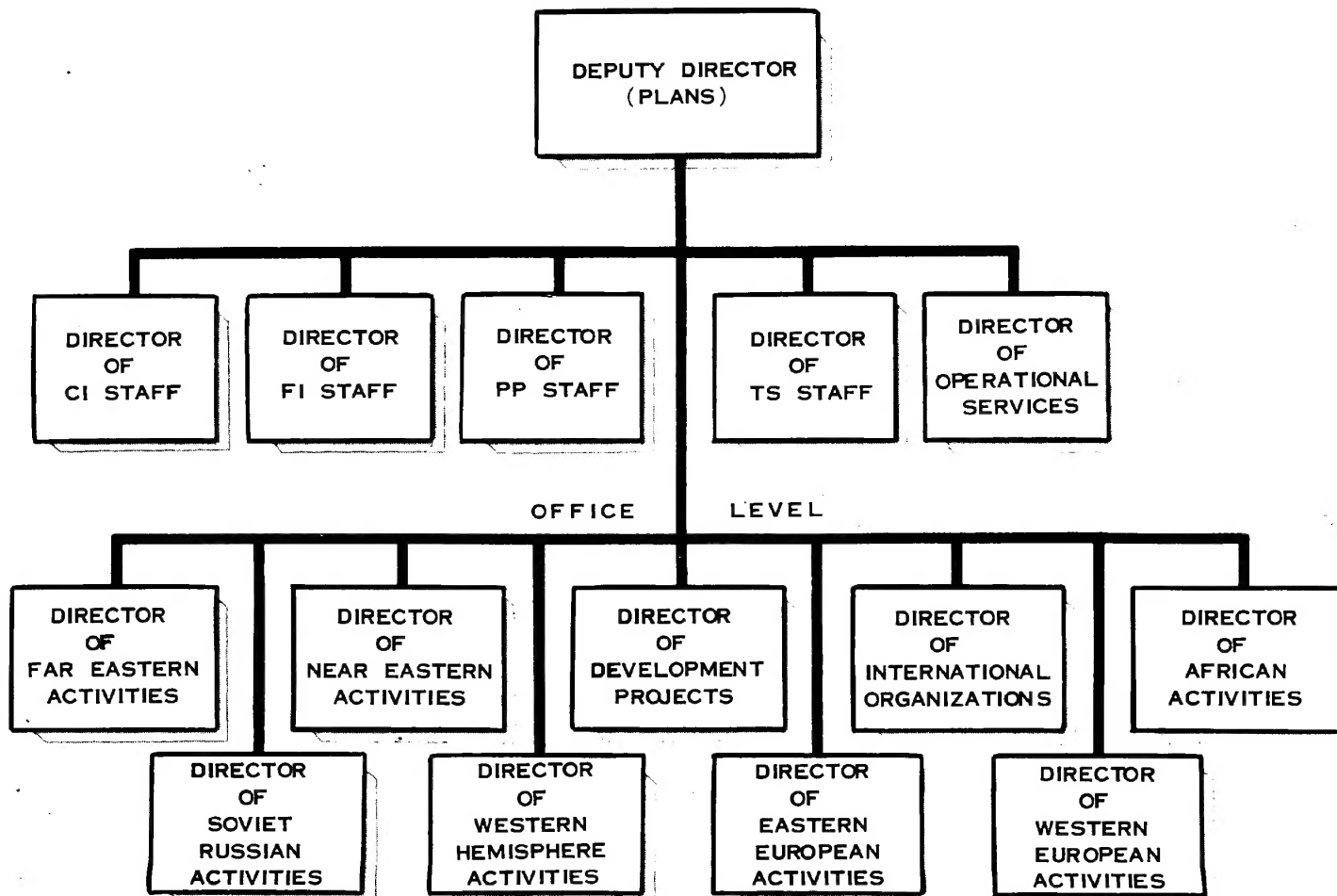
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CHART NO. I



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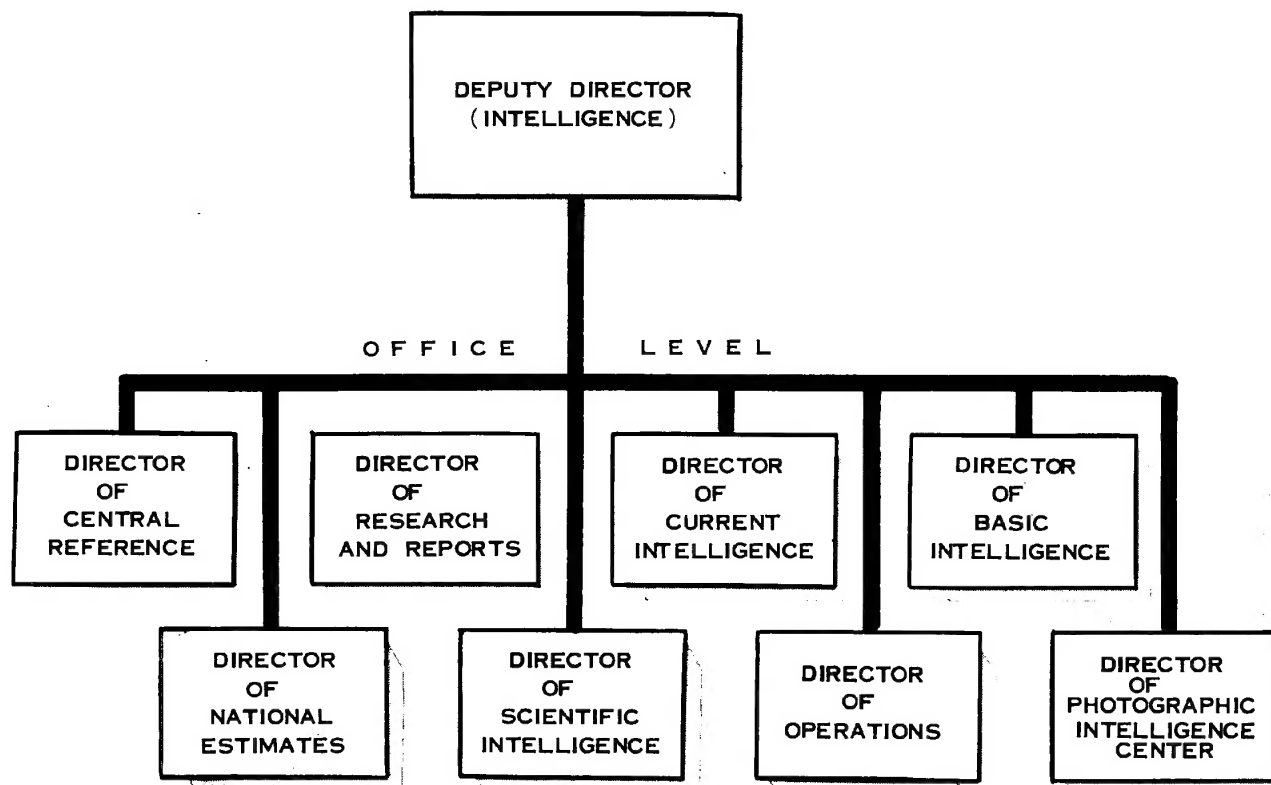
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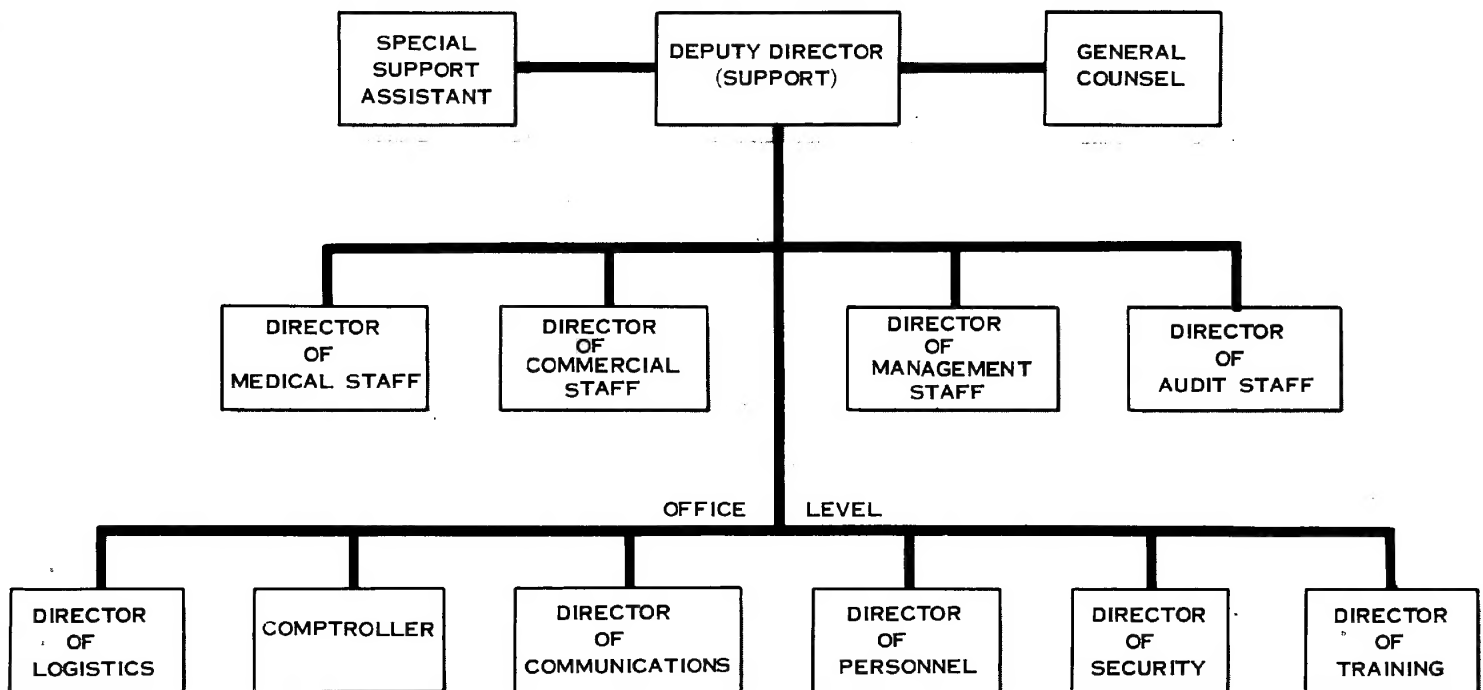


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CHART NO. 4



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